

	INDIANA DEPARTMENT OF TRANSPORTATION INTER-DEPARTMENT COMMUNICATION <i>Standards Section – Room N642</i>	
<i>Writer's Direct Line</i> 232-6775		

October 12, 2004

DESIGN MEMORANDUM No. 04-14
TECHNICAL ADVISORY

TO: All Design, Operations, District Personnel, and Consultants

FROM: /s/ Anthony L. Uremovich
Anthony L. Uremovich
Design Policy Engineer
Contracts and Construction Division

SUBJECT: Notification Procedure for Temporary Land Acquisition Suspension

COMPLEMENTS: *Indiana Design Manual* Section 85-3.03(01)

EFFECTIVE: Immediately

If a major design change or scope change is identified that will result in a right-of-way revision, a the designer should send a memorandum to the Land Acquisition Division requesting that the right-of-way acquisition for the project, or for specific parcels, be temporarily suspended. The design change should generally involve three or more parcels, or 10% of the total number of parcels, in order for the entire project's right-of-way acquisition to be suspended. For design changes affecting only one or two parcels, the memorandum should indicate that right-of-way acquisition be suspended only on such parcels.

Blank editable versions of the forms for complete suspension and partial suspension are included herewith.

The Land Acquisition Division should also be notified in writing when the issues causing the delay have been resolved and right-of-way acquisition may resume. Such notification may be included in the transmittal memorandum accompanying the revised right-of-way plans.